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# Employee Profile



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Department of Administration

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## INTRODUCTION

The Department of Administration encourages and exercises leadership in the development of effective personnel administration for agencies in State government. The Department fosters and develops programs for recruitment and selection of capable persons for permanent, seasonal, temporary, and other types of positions and for the improvement of employee effectiveness.<sup>1</sup>

The Department, also, develops a personnel classification plan for state positions and classes of positions in state service, and administers the pay program established by the legislature on the basis of merit, internal equity, and competitiveness to external labor markets.<sup>2</sup>

The Employee Profile answers the most frequently asked questions about state employees. The profile also serves to report to the Governor on the status of the Equal Employment Opportunity (EEO) program, required by Executive Order 24-81.

Chapter I contains general statistical information about state employees in Executive, Legislative and Judicial Branches of government (see organizational charts), such as number of employees in the by agency, regular versus temporary/seasonal employees, employee leave information and EEO status (race, sex, disability and age) by agency.

Chapter II contains information on the Equal Employment Opportunity and Classification and Pay Programs and includes information on employee compensation by pay plan and EEO category.

The Employee Profile covers a period from January 1, 2001 to December 31, 2001 for reports showing new hires, transfers, terminations and leave taken for vacation, sick and compensatory time. Other reports are a snapshot of the workforce as of March 30, 2002. The last Employee Profile was produced in January 11, 1999 using data from the Payroll, Personnel and Position Control system. Most of those reports have been replicated using data from the state's new system, Statewide Accounting, Budgeting and Human Resources System (SABHRS).

For further information on these topics, contact Linda S. Davis, State EEO and SABHRS HR Program Coordinator at (406) 444-3796, e-mail [ldavis@state.mt.us](mailto:ldavis@state.mt.us) or mail to:

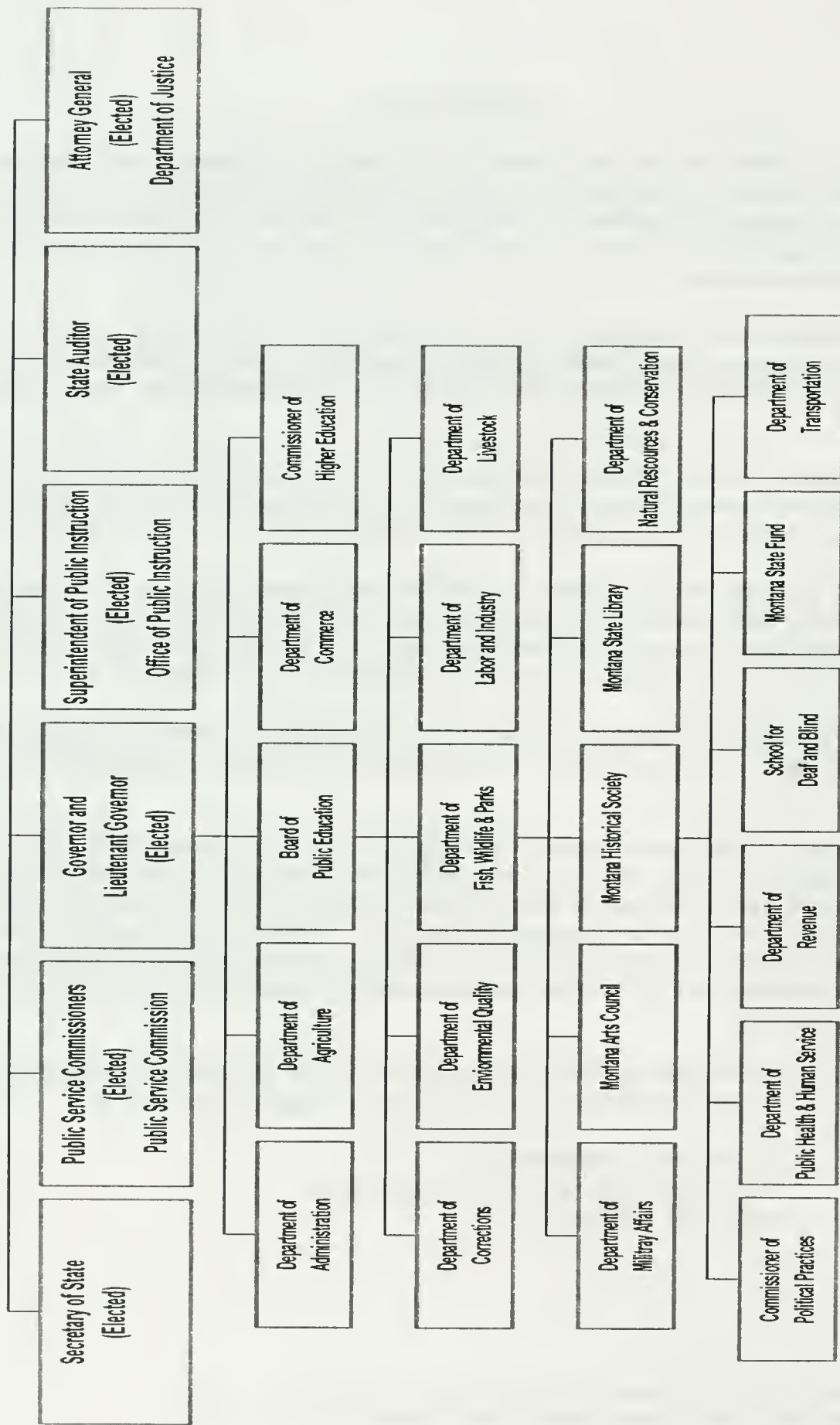
Department of Administration  
State Personnel Division P.O. Box 200127  
Helena, MT 59620-0127

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<sup>1</sup> Statutory authority is found at Montana Codes Annotated, Section 2-18-102.

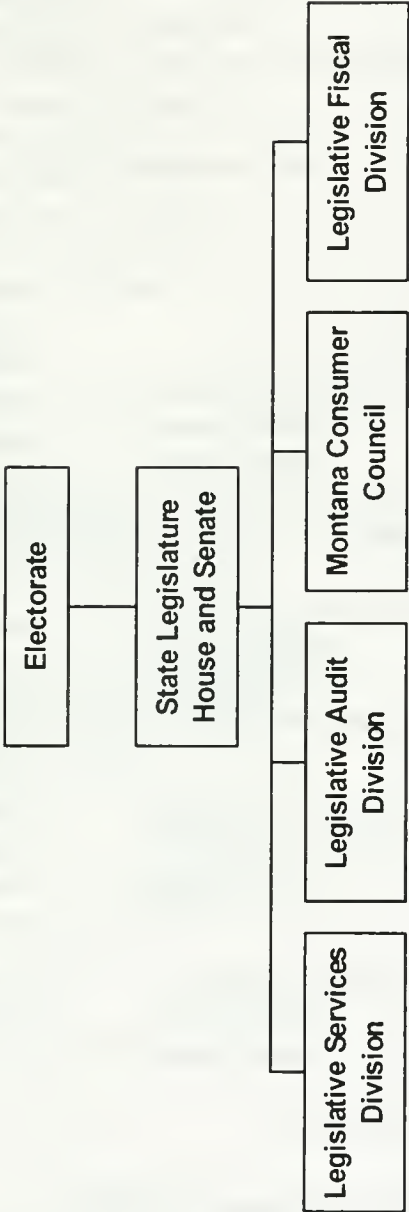
<sup>2</sup> Statutory authority is found at Montana Codes Annotated, Sections 2-18-201 and 2-18-301.

## Montana Executive Branch

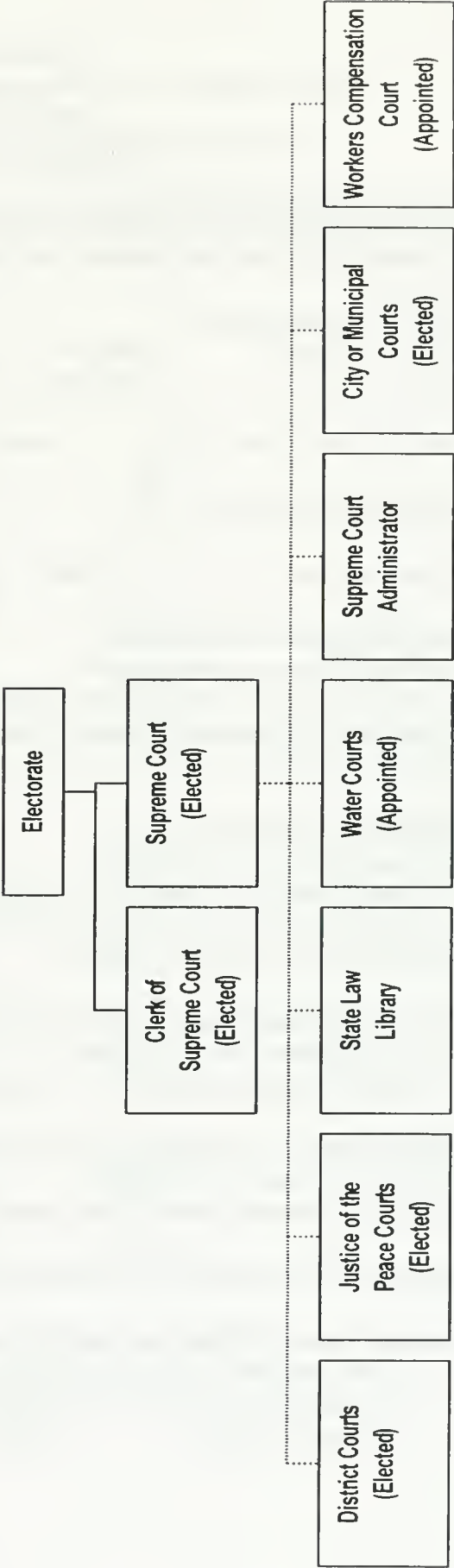




Montana Legislative Branch



Montana Judicial Branch



## CHAPTER I

### OVERVIEW OF STATE EMPLOYEES

State employee, for the purpose of this overview, are all employees in the executive, judicial and legislative branches of government, except university system employees and legislators.

**Number of employees -**

Total - 12,943	Regular - 11,654	Temporary/Seasonal - 1,280
Male – 6,651	Female – 6,283	

Minority Employees - 437	American Indian - 255	Other Minorities - 182
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Disabled Employees – 276

Average Age - 45	For Male - 46	For Female - 45
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**Total Vacation Leave Accrued -** 1,920,036.98 hours

Average balance per employee - 154.94 hours

Average taken per employee for calendar year 2001 - 129.95 hours

*For example, the amount of vacation leave credits available to a full-time employee who has worked for the State 10 years or less is 15 working days per year or 120 hours per year.*

**Total Sick Leave Accrued -** 3,794,580.35 hours

Average balance per employee - 306.19 hours

Average taken per employee for calendar year 2001 - 72.83 hours

*For example, the amount of sick leave credits available to a full-time employee is 12 working days per year or 96 hours per year.*

**Total Non-Exempt Compensatory Time Accrued -** 165,746.61 hours

Average balance per employee - 35.51 hours

Average taken per employee for calendar year 2001 - 51.11 hours

**Total Exempt Compensatory Time Accrued -** 157,084.92 hours

Average balance per employee - 76.00 hours

Average taken per employee for calendar year 2001 - 94.42 hours

**Average Length of Service in State Government -** 11.14 years

**Average Salary for Regular Employees-** Hourly = \$15.57 Annual = \$32,390

These are weighted averages using all pay plans.

Average for Female:	Hourly - \$13.77	Annual - \$28,639
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Average for Male:	Hourly - \$17.34	Annual - \$36,063
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STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
NUMBER OF EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Number of Employees		
	Total*	Regular*	Temporary/Seasonal***
Administration	508	495	13
Agriculture	113	85	28
Board of Public Education	4	4	0
Commerce	164	163	1
Commissioner/Higher Ed.	95	93	2
Consumer Council	9	5	4
Corrections	1,116	1,095	21
Environmental Quality	376	358	18
Fish, Wildlife, & Parks	950	645	305
Governor's Office	63	62	1
Judiciary	127	125	2
Justice	791	766	25
Labor & Industry	803	748	55
Legislative Branch	161	114	47
Livestock	156	147	9
Military Affairs	183	149	34
Montana Arts Council	10	8	2
Montana Historical Society	98	87	11
Montana State Library	40	39	1
Natural Resources & Conservation	483	421	62
Office of Public Instruction	165	130	35
Political Practices	4	4	0
Public Health & Human Services	3,085	2,891	194
Public Service Commission	38	37	1
Revenue	648	611	37
School for Deaf & Blind	187	130	57
Secretary of State	57	47	10
State Auditor	74	70	4
State Fund	228	226	2
Transportation	2,198	1,899	299
<hr/>			
<b>State Totals:</b>	<b>12,934</b>	<b>11,654</b>	<b>1,280</b>

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION-STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
MALE AND FEMALE EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Employees*			Regular**			Temporary/Seasonal***		
	Total	Male	Female	Total	Male	Female	Total	Male	Female
Administration	508	265	243	495	260	235	13	5	8
Agriculture	113	53	60	85	36	49	28	17	11
Board of Public Education	4	2	2	4	2	2	0	0	0
Commerce	164	64	100	163	64	99	1	0	1
Commissioner/Higher Ed.	95	22	73	93	22	71	2	0	2
Consumer Council	9	7	2	5	4	1	4	3	1
Corrections	1,116	732	384	1,095	719	376	21	13	8
Environmental Quality	376	208	168	358	201	157	18	7	11
Fish, Wildlife, & Parks	950	641	309	645	477	168	305	164	141
Governor's Office	63	27	36	62	26	36	1	1	0
Judiciary	127	60	67	125	60	65	2	0	2
Justice	791	436	355	766	417	349	25	19	6
Labor & Industry	803	307	496	748	296	452	55	11	44
Legislative Branch	161	69	92	114	49	65	47	20	27
Livestock	156	96	60	147	89	58	9	7	2
Military Affairs	183	126	57	149	107	42	34	19	15
Montana Arts Council	10	1	9	8	0	8	2	1	1
Montana Historical Society	98	42	56	87	36	51	11	6	5
Montana State Library	40	15	25	39	15	24	1	0	1
Natural Resources & Conservation	483	332	151	421	289	132	62	43	19
Office of Public Instruction	165	48	117	130	29	101	35	19	16
Political Practices	4	0	4	4	0	4	0	0	0
Public Health & Human Services	3,085	856	2,229	2,891	741	2,150	194	115	79
Public Service Commission	38	21	17	37	20	17	1	1	0
Revenue	648	244	404	611	227	384	37	17	20
School for Deaf & Blind	187	34	153	130	26	104	57	8	49
Secretary of State	57	17	40	47	13	34	10	4	6
State Auditor	74	23	51	70	22	48	4	1	3
State Fund	228	78	150	226	76	150	2	2	0
Transportation	2,198	1,825	373	1,899	1,568	331	299	257	42
State Totals:	12,934	6,651	6,283	11,654	5,891	5,763	1,280	760	520

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
MINORITY EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Employees*			Regular**		Temporary/Seasonal***	
	Total	American Indian	Other Minorities	American Indian	Other Minorities	American Indian	Other Minorities
Administration	508	5	7	5	7	0	0
Agriculture	113	3	0	2	0	1	0
Board of Public Education	4	0	0	0	0	0	0
Commerce	164	2	0	1	0	1	0
Commissioner/Higher Ed.	95	14	1	14	1	0	0
Consumer Council	9	0	0	0	0	0	0
Corrections	1,116	17	21	17	21	0	0
Environmental Quality	376	4	10	4	9	0	1
Fish, Wildlife, & Parks	950	1	4	1	3	0	1
Governor's Office	63	2	0	2	0	0	0
Judiciary	127	0	0	0	0	0	0
Justice	791	8	12	8	11	0	1
Labor & Industry	803	14	10	12	9	2	1
Legislative Branch	161	0	1	0	1	0	0
Livestock	156	0	0	0	0	0	0
Military Affairs	183	0	0	0	0	0	0
Montana Arts Council	10	0	0	0	0	0	0
Montana Historical Society	98	0	0	0	0	0	0
Montana State Library	40	0	0	0	0	0	0
Natural Resources & Conservation	483	4	4	4	4	0	0
Office of Public Instruction	165	3	3	2	3	1	0
Political Practices	4	0	0	0	0	0	0
Public Health & Human Services	3,085	93	67	77	63	16	4
Public Service Commission	38	1	0	1	0	0	0
Revenue	648	5	6	4	6	1	0
School for Deaf & Blind	187	2	10	0	10	2	0
Secretary of State	57	0	1	0	1	0	0
State Auditor	74	1	0	1	0	0	0
State Fund	228	2	5	2	5	0	0
Transportation	2,198	74	20	65	19	9	1
<hr/>							
State Totals:	12,934	255	182	222	173	33	9

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION - STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
DISABLED EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Employees*		Regular**	Temporary/Seasonal***
	Total*	Total with Disabilities	with Disabilities	with Disabilities
Administration	508	10	10	0
Agriculture	113	1	0	1
Board of Public Education	4	0	0	0
Commerce	164	5	5	0
Commissioner/Higher Ed.	95	1	1	0
Consumer Council	9	0	0	0
Corrections	1,116	23	23	0
Environmental Quality	376	10	10	0
Fish, Wildlife, & Parks	950	8	7	1
Governor's Office	63	0	0	0
Judiciary	127	1	1	0
Justice	791	15	15	0
Labor & Industry	803	31	31	0
Legislative Branch	161	0	0	0
Livestock	156	0	0	0
Military Affairs	183	13	11	2
Montana Arts Council	10	0	0	0
Montana Historical Society	98	1	0	1
Montana State Library	40	0	0	0
Natural Resources & Conservation	483	11	11	0
Office of Public Instruction	165	2	2	0
Political Practices	4	0	0	0
Public Health & Human Services	3,085	67	66	1
Public Service Commission	38	0	0	0
Revenue	648	13	12	1
School for Deaf & Blind	187	6	5	1
Secretary of State	57	1	1	0
State Auditor	74	0	0	0
State Fund	228	5	5	0
Transportation	2,198	52	52	0
<b>State Totals:</b>	<b>12,934</b>	<b>276</b>	<b>268</b>	<b>8</b>

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE AGE OF MALE/FEMALE EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Employees* Average Age	Regular** Average Age	Temporary/ Seasonal*** Average Age	Male Average Age	Female Average Age
Administration	45	45	45	45	45
Agriculture	46	43	54	50	42
Board of Public Education	41	41	0	48	34
Commerce	46	46	40	46	46
Commissioner/Higher Ed.	44	44	49	44	44
Consumer Council	49	47	52	51	43
Corrections	44	44	49	45	43
Environmental Quality	44	45	34	46	42
Fish, Wildlife, & Parks	43	44	40	43	42
Governor's Office	45	45	50	45	46
Judiciary	46	46	35	49	44
Justice	44	44	34	43	45
Labor & Industry	48	48	43	51	46
Legislative Branch	46	44	53	48	45
Livestock	46	47	39	46	46
Military Affairs	44	45	42	46	41
Montana Arts Council	45	47	34	23	47
Montana Historical Society	48	47	54	49	46
Montana State Library	43	44	36	43	44
Natural Resources & Conservation	46	47	44	46	46
Office of Public Instruction	50	49	52	51	49
Political Practices	39	39	0	0	39
Public Health & Human Services	46	46	45	47	45
Public Service Commission	49	49	46	49	48
Revenue	46	46	42	46	45
School for Deaf & Blind	42	44	37	40	42
Secretary of State	42	41	45	39	43
State Auditor	45	45	51	47	44
State Fund	44	44	60	45	43
Transportation	45	45	43	45	44
State Totals:	45	45	43	46	45

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
VACATION LEAVE FOR EMPLOYEES BY AGENCY AS OF 3/29/2002

Agency	Employees Set up for Vac Leave As of 3/29/02	Vacation Leave Accumulated*		Employees Set up for Vac Leave As of 12/31/01	Vacation Leave Taken*	
		Total Accumulated	Average Per Employee		Total Taken**	Average Per Employee
Administration	490	86,804.75	177.15	444	60,986.98	137.36
Agriculture	105	16,924.33	161.18	78	9,244.18	118.52
Board of Public Education	5	875.01	175.00	4	253.50	63.38
Commerce	163	25,511.79	156.51	144	19,771.06	137.30
Commissioner/Higher Ed.	93	14,056.52	151.15	76	8,685.67	114.29
Consumer Council	5	1,172.87	234.57	5	482.50	96.50
Corrections	1,119	151,709.51	135.58	1,005	132,581.67	131.92
Environmental Quality	361	52,550.24	145.57	323	38,717.42	119.87
Fish, Wildlife, & Parks	886	157,797.65	178.10	602	78,297.72	130.06
Governor's Office	60	9,273.90	154.56	39	4,223.22	108.29
Judiciary	77	7,752.18	100.68	62	6,141.56	99.06
Justice	709	122,647.58	172.99	652	87,222.71	133.78
Justice – Crime Control	16	3,462.01	216.38	17	2,811.02	165.35
Labor & Industry	786	115,571.22	147.04	713	99,623.75	139.72
Legislative Branch	132	22,778.71	172.57	111	13,915.90	125.37
Livestock	155	32,162.02	207.50	140	17,534.79	125.25
Military Affairs	168	24,617.28	146.53	134	16,176.59	120.72
Montana Arts Council	9	1,591.38	176.82	5	270.96	54.19
Montana Historical Society	95	14,533.53	152.98	74	7,578.89	102.42
Montana State Library	38	4,007.00	105.45	37	4,563.60	123.34
Natural Resources & Cons.	469	85,780.69	182.90	452	57,890.37	128.08
Office of Public Instruction	162	26,258.34	162.09	123	15,534.05	126.29
Political Practices	4	451.09	112.77	3	429.50	143.17
Public Health & Human Services	2,962	413,250.69	139.52	2,612	346,353.06	132.60
Public Service Commission	34	6,672.87	196.26	31	4,588.30	148.01
Revenue	622	100,012.09	160.79	582	78,076.41	134.15
School for Deaf & Blind	100	4,381.27	43.81	35	4,061.00	116.03
Secretary of State	57	6,490.64	113.87	36	4,109.95	114.17
State Auditor	68	10,652.11	156.65	58	6,452.20	111.24
State Fund	228	39,324.70	172.48	209	22,615.55	108.21
Transportation	2,214	360,963.03	163.04	2,054	262,038.10	127.57
State Totals:	12,392	1,920,036.98	154.94	10,860	1,411,232.18	129.95

\* Includes data from all state employees except university system employees and legislators.

\*\* Leave taken for calendar year.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
SICK LEAVE FOR EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Employees Set up for Sick Leave As of 3/30/02	Sick Leave Accumulated*		Employees Set up for Sick Leave As of 12/31/01	Sick Leave Taken*	
		Total Accumulated	Average Per Employee		Total Taken**	Average Per Employee
Administration	490	175,970.97	359.12	436	30,231.97	69.34
Agriculture	105	36,118.58	343.99	77	4,422.36	57.43
Board of Public Education	5	2,337.57	467.51	2	169.50	84.75
Commerce	163	47,200.61	289.57	147	12,345.36	83.98
Commissioner/Higher Ed.	93	19,931.95	214.32	79	5,520.51	69.88
Consumer Council	5	2,848.12	569.62	4	160.50	40.13
Corrections	1,119	283,803.31	253.62	993	78,262.66	78.81
Environmental Quality	361	97,358.95	269.69	328	23,820.74	72.62
Fish, Wildlife, & Parks	887	498,296.56	561.78	421	21,618.62	51.35
Governor's Office	60	15,463.41	257.72	38	2,476.67	65.18
Judiciary	77	10,021.85	130.15	59	3,813.39	64.63
Justice	709	252,447.35	356.06	626	41,316.80	66.00
Justice – Crime Control	16	5,762.91	360.18	17	1,369.00	80.53
Labor & Industry	786	226,281.06	287.89	716	59,078.55	82.51
Legislative Branch	132	48,150.89	364.78	109	5,772.00	52.95
Livestock	155	85,826.94	553.72	112	6,518.73	58.20
Military Affairs	168	55,460.53	330.12	129	8,623.09	66.85
Montana Arts Council	9	1,543.62	171.51	6	353.50	58.92
Montana Historical Society	95	23,983.60	252.46	81	4,828.39	59.61
Montana State Library	38	5,777.36	152.04	38	2,538.00	66.79
Natural Resources & Cons.	469	206,177.01	439.61	429	28,479.10	66.38
Office of Public Instruction	162	49,259.44	304.07	117	7,654.46	65.42
Political Practices	4	465.44	116.36	4	268.30	67.08
Public Health & Human Services	2,962	645,148.94	217.81	2,660	203,039.44	76.33
Public Service Commission	34	14,386.82	423.14	30	2,564.00	85.47
Revenue	622	152,830.20	245.71	579	47,878.48	82.69
School for Deaf & Blind	100	16,788.70	167.89	39	2,756.32	70.67
Secretary of State	57	7,610.29	133.51	38	2,184.50	57.49
State Auditor	68	14,792.21	217.53	57	3,527.52	61.89
State Fund	228	50,384.06	220.98	194	11,101.45	57.22
Transportation	2,214	742,151.08	335.21	1,987	145,841.40	73.40
State Totals:	12,393	3,794,580.35	306.19	10,552	768,535.31	72.83

\* Includes data from all state employees except university system employees and legislators.

\*\* Leave taken for calendar year.

**STATE OF MONTANA**  
**DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION**  
**STATE EEO PROGRAM**  
**COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES BY AGENCY AS OF 4/11/2002**

Agency	Number of Employees "		Compensatory Time Accumulated		Compensatory Time Taken **	
	Who Are Non- Exempt ***	With Comp Time	Total	Average	Total Taken	Average Per Employee
Administration	430	176	4,699.15	26.70	8,394.15	47.69
Agriculture	104	50	1,105.60	22.11	3,014.55	60.29
Board of Public Education	4	2	143.75	71.88	207.50	103.75
Commerce	130	100	2,884.15	28.84	5,526.65	55.27
Commissioner/Higher Ed.	78	52	2,137.15	41.10	2,834.75	54.51
Consumer Council	5	0	0.00	0.00	2,834.75	0.00
Corrections	1,040	234	3,823.30	16.34	14,281.60	61.03
Environmental Quality	279	193	5,010.46	25.96	13,884.90	71.94
Fish, Wildlife, & Parks	879	298	4,753.57	15.95	28,482.25	95.58
Governor's Office	25	13	323.78	24.91	998.90	76.84
Judiciary	39	16	533.43	33.34	383.70	23.98
Justice	634	412	16,691.12	40.51	14,940.70	36.26
Justice – Crime Control	13	10	305.55	30.56	817.85	81.79
Labor & Industry	743	286	6,627.00	23.17	8,377.35	29.29
Legislative Branch	0	5	61.95	12.39	575.45	115.09
Livestock	139	90	8,106.98	90.08	7,187.07	79.86
Military Affairs	163	100	5,205.11	52.05	11,527.30	115.27
Montana Arts Council	5	3	73.05	24.35	283.15	94.38
Montana Historical Society	88	41	2,474.50	60.35	3,493.80	85.21
Montana State Library	31	11	127.10	11.55	750.20	68.20
Natural Resources & Cons.	356	54	585.45	10.84	3,176.75	58.83
Office of Public Instruction	83	44	2,229.25	50.66	2,547.55	57.90
Political Practices	3	2	104.75	52.38	505.45	252.73
Public Health & Human Services	2,654	1,051	32,917.12	31.32	47,856.10	45.53
Public Service Commission	20	12	560.06	46.67	319.25	26.60
Revenue	624	361	18,615.40	51.57	10,699.05	29.64
School for Deaf & Blind	65	11	136.65	12.42	172.85	15.71
Secretary of State	45	22	476.13	21.64	816.05	37.09
State Auditor	48	13	105.10	8.08	585.80	45.06
State Fund	143	39	480.50	12.32	1,070.60	27.45
Transportation	2,199	967	44,449.50	45.97	42,021.35	43.46
STATE TOTALS:	11,069	4,668	165,746.61	35.51	238,567.37	51.11

\* Includes data from all state employees except university system employees and legislators.

\*\* Leave taken for calendar year.

\*\*\* Employees setup as non-exempt comp.



**STATE OF MONTANA**  
**DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION**  
**STATE EEO PROGRAM**  
**COMPENSATORY TIME FOR EXEMPT EMPLOYEES BY AGENCY AS OF 4/10/2002**

Agency	Number of Employees *		Compensatory Time Accumulated		Compensatory Time Taken **	
	Who Are Exempt***	With Comp Time	Total	Average	Total Taken	Average Per Employee
Administration	63	133	8,821.20	66.32	13,491.15	101.44
Agriculture	8	22	2,858.10	129.91	2,565.00	116.59
Board of Public Education	1	1	85.00	85.00	256.50	256.50
Commerce	35	32	1,408.60	44.02	3,464.50	108.27
Commissioner/Higher Ed.	16	16	2,127.80	132.99	1,890.52	118.16
Consumer Council	4	5	147.00	29.40	764.00	152.80
Corrections	82	122	8,411.55	68.95	12,220.10	100.16
Environmental Quality	88	110	6,166.95	56.06	6,539.60	59.45
Fish, Wildlife, & Parks	3	288	33,803.90	117.37	38,466.60	133.56
Governor's Office	36	33	7,499.95	227.27	3,825.45	115.92
Judiciary	49	15	290.52	19.37	732.89	48.86
Justice	98	84	4,878.25	58.07	6,581.05	78.35
Justice – Crime Control	3	5	191.10	38.22	367.50	73.50
Labor & Industry	52	50	2,649.45	52.99	3,272.00	65.44
Legislative Branch	140	85	10,275.67	120.89	16,098.25	189.39
Livestock	15	25	1,500.40	60.02	1,932.10	77.28
Military Affairs	6	18	2,254.50	125.25	2,762.50	153.47
Montana Arts Council	5	6	1,504.30	250.72	1,135.74	189.29
Montana Historical Society	7	13	1,303.50	100.27	1,677.50	129.04
Montana State Library	7	11	287.30	26.12	1,069.50	97.23
Natural Resources & Cons.	133	230	10,715.76	46.59	23,654.75	102.85
Office of Public Instruction	81	60	6,874.75	114.58	9,285.21	154.75
Political Practices	1	1	29.00	29.00	262.00	262.00
Public Health & Human Services	353	452	20,359.97	45.04	25,054.00	55.43
Public Service Commission	14	12	779.90	64.99	577.50	48.13
Revenue	6	52	7,317.25	140.72	4,221.20	81.18
School for Deaf & Blind	94	20	372.60	18.63	134.70	6.74
Secretary of State	11	11	952.70	86.61	606.00	55.09
State Auditor	20	18	783.25	43.51	1,540.25	85.57
State Fund	83	21	295.00	14.05	602.90	28.71
Transportation	4	116	12,139.70	104.65	10,125.20	87.29
STATE TOTALS:	1,518	2,067	157,084.92	76.00	195,176.16	94.42

\* Includes data from all state employees except university system employees and legislators.

\*\* Leave taken for calendar year.

\*\*\* Employees setup as exempt comp.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
LENGTH OF SERVICE FOR EMPLOYEES BY AGENCY AS OF 3/30/2002

Agency	Number of Employees*	Average Length of Service In State Government**
Administration	490	11.62
Agriculture	105	9.15
Board of Public Education	5	7.99
Commerce	163	10.97
Commissioner/Higher Ed.	93	7.84
Consumer Council	5	14.28
Corrections	1,119	9.71
Environmental Quality	361	9.78
Fish, Wildlife, & Parks	887	10.48
Governor's Office	60	8.73
Judiciary	77	8.92
Justice	709	11.71
Justice – Crime Control	16	17.33
Labor & Industry	786	11.49
Legislative Branch	132	13.33
Livestock	155	12.93
Military Affairs	168	8.56
Montana Arts Council	9	5.15
Montana Historical Society	95	8.70
Montana State Library	38	9.44
Natural Resources & Cons.	469	13.22
Office of Public Instruction	162	11.31
Political Practices	4	5.70
Public Health & Human Services	2,962	11.48
Public Service Commission	34	15.28
Revenue	622	11.31
School for Deaf & Blind	100	6.06
Secretary of State	57	6.71
State Auditor	68	9.72
State Fund	228	8.84
Transportation	2,214	12.01
<b>State Totals:</b>	<b>12,393</b>	<b>11.14</b>

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes earned service time from other jurisdictions such as city or county employment.



## CHAPTER II

### EQUAL EMPLOYMENT OPPORTUNITY AND CLASSIFICATION AND PAY PROGRAMS

In 1981, the State of Montana affirmed its commitment to fair employment practices with the Governor's Executive Order 24-81. This Executive Order commits the executive branch of government to an Equal Employment Opportunity (EEO) program. The program objective was to "eliminate discrimination in personnel salaries and procedures, job structuring and classification, hiring, firing, promoting and training." The Department of Administration is required to implement and maintain the program.

In 2000, the State of Montana adopted new **Nondiscrimination-EEO Rules**, 2.21.4001 et seq., ARM (<http://www.state.mt.us/doa/spd/mom/3-0630.doc>) that replaced the EEO Policy dated 6/2/97 and the Sexual Harassment Policy dated 6/10/88. Sexual orientation was added to the list of protected groups. Writing an **Affirmative Action Plan was made voluntary** since most of the state agencies objectives have corrected problem areas. All agencies continue to review workforce and applicant statistical reports and some agencies are still writing AA Plans. Table A compares statistics for this year to 1999.

TABLE A State of Montana By EEO Category and Historically Underrepresented Groups Regular Employees Only Comparing January 11, 1999 to March 30, 2002								
EEO Category	Total Numbers		Female		Minorities		Disabled	
	1999	2002	1999	2002	1999	2002	1999	2002
Officials/Administrators	947	996	278	324	18	20	32	28
Professionals	4,225	5,178	2,083	2,593	121	131	135	122
Technicians	2,200	2,152	1,493	1,595	69	74	75	62
Protective Service	760	846	99	94	34	38	20	14
Paraprofessional	606	647	425	444	29	32	11	6
Office/Clerical	787	586	696	511	39	24	23	14
Skilled Craft	681	797	31	61	43	53	17	14
Service/Maintenance	350	452	120	141	13	23	12	8
<b>State Totals</b>	<b>10,556</b>	<b>11,654</b>	<b>5,225</b>	<b>5,763</b>	<b>366</b>	<b>395</b>	<b>325</b>	<b>268</b>

As part of the Classification and Pay Program, the State operates the following pay plans: Broadband, Statewide Classified, Exempt (exempt from classification and pay), Blue Collar, Legislative Services, Teachers, State Fund, Medical Professional, Information Technology and Engineering. Compensation information by pay plan is found on Reports: Pay-006 and Pay-008 on this Profile.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
EMPLOYEES BY EEO CATEGORY AS OF 3/30/2002

EEO Category	Number of Employees		
	Employees*	Regular**	Temporary/Seasonal***
Officials/Administrators	1,045	996	49
Professionals	5,431	5,178	253
Technicians	2,259	2,152	107
Protective Service	884	846	38
Paraprofessionals	719	647	72
Office/Clerical	886	586	300
Skilled Craft	1,040	797	243
Service Maintenance	670	452	218
<b>State Totals:</b>	<b>12,934</b>	<b>11,654</b>	<b>1,280</b>

## EEO-008

HISTORICALLY UNDERREPRESENTED GROUPS  
FOR REGULAR EMPLOYEES ONLY AS OF 3/30/2002

EEO Category	Number of Employees			
	Total	Female	Minorities	Disabled
Officials/Administrators	996	324	20	28
Professionals	5,178	2,593	131	122
Technicians	2,152	1,595	74	62
Protective Service	846	94	38	14
Paraprofessionals	647	444	32	6
Office/Clerical	586	511	24	14
Skilled Craft	797	61	53	14
Service Maintenance	452	141	23	8
<b>State Totals:</b>	<b>11,654</b>	<b>5,763</b>	<b>395</b>	<b>268</b>

\* Includes data from all state employees except university system employees and legislators.

\*\* Includes full-time and part-time regular employees.

\*\*\* Includes full-time and part-time temporary, seasonal, and short-term employees.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY OF MALE/FEMALE EMPLOYEES BY EEO CATEGORY\*  
REGULAR, SEASONAL AND TEMPORARY EMPLOYEES AS OF 3/30/2002

**Broadband Pay Plan 020**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	124	57,509.34	110	57,677.15	14	56,190.83
Professionals	1,410	41,274.96	1,041	42,485.59	369	37,859.60
Technicians	483	27,597.30	297	29,196.44	186	25,043.84
Protective Service	403	33,406.74	381	33,546.31	22	30,989.62
Paraprofessionals	16	33,203.13	7	44,638.20	9	24,309.18
Office/Clerical	245	12,213.64	50	9,550.78	195	12,896.43
Skilled Craft	90	19,226.88	63	19,582.85	27	18,396.27
Service Maintenance	152	10,832.83	117	11,671.17	35	8,030.41
<b>TOTALS:</b>	<b>2,923</b>	<b>33,876.79</b>	<b>2,066</b>	<b>36,502.29</b>	<b>857</b>	<b>27,547.42</b>

**Statewide Classified Pay Plan 060**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	645	48,060.93	386	49,239.13	259	46,305.00
Professionals	3,250	32,491.19	1,308	33,782.57	1,942	31,621.40
Technicians	1,684	23,533.44	290	24,486.62	1,394	23,335.15
Protective Service	476	27,626.96	399	28,240.44	77	24,448.01
Paraprofessionals	661	18,082.52	221	19,165.65	440	17,538.49
Office/Clerical	505	16,157.14	90	15,850.39	415	16,223.67
Skilled Craft	62	24,473.98	34	25,618.99	28	23,083.62
Service Maintenance	248	18,641.45	142	22,726.46	106	13,169.08
<b>TOTALS:</b>	<b>7,531</b>	<b>28,632.16</b>	<b>2,870</b>	<b>31,819.97</b>	<b>4,661</b>	<b>26,669.27</b>

\* Includes data from all state employees except university system employees and legislators.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY OF MALE/FEMALE EMPLOYEES BY EEO CATEGORY\*  
REGULAR, SEASONAL AND TEMPORARY EMPLOYEES AS OF 03/30/2002

**Exempt Salary Plan 061**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	217	58,898.59	162	59,819.58	55	56,185.86
Professionals	293	28,442.09	101	37,955.75	192	23,437.51
Technicians	13	23,286.97	1	26,000.00	12	23,060.88
Protective Service	4	278,288.40	3	274,220.27	1	290,492.80
Paraprofessionals	29	23,435.22	4	20,774.21	25	23,860.99
Office/Clerical	64	23,106.91	27	25,262.47	37	21,533.94
Service Maintenance	175	2,656.74	120	2,682.07	55	2,601.47
<b>TOTALS:</b>	<b>795</b>	<b>31,640.01</b>	<b>418</b>	<b>36,985.63</b>	<b>377</b>	<b>25,713.02</b>

**Blue Collar Pay Plan 062**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Protective Service	1	32,188.00	1	32,188.00	0	0.00
Skilled Craft	888	28,462.24	869	28,458.48	19	28,634.10
Service Maintenance	87	29,536.33	77	29,870.95	10	26,959.73
<b>TOTALS:</b>	<b>976</b>	<b>28,561.80</b>	<b>947</b>	<b>28,577.27</b>	<b>29</b>	<b>28,056.73</b>

\* Includes data from all state employees except university system employees and legislators.

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY OF MALE/FEMALE EMPLOYEES BY EEO CATEGORY\*  
REGULAR, SEASONAL AND TEMPORARY EMPLOYEES AS OF 03/ 30/2002

**Legislative Branch Pay Plan 063**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	12	67,693.28	6	87,438.11	6	47,948.45
Professionals	77	49,743.94	35	54,736.58	42	45,583.41
Technicians	11	38,084.41	6	41,834.12	5	33,584.76
Paraprofessionals	5	38,691.79	1	56,489.37	4	34,242.40
Office/Clerical	42	25,776.09	12	22,187.53	30	27,211.51
<b>TOTALS:</b>	<b>147</b>	<b>43,112.83</b>	<b>60</b>	<b>50,235.89</b>	<b>87</b>	<b>38,200.37</b>

**Teachers" Pay Plan 064**

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Professionals	33	39,724.95	23	39,503.66	10	40,233.93
<b>TOTALS:</b>	<b>33</b>	<b>39,724.95</b>	<b>23</b>	<b>39,503.66</b>	<b>10</b>	<b>40,233.93</b>

\* Includes data from all state employees except university system employees and legislators.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY OF MALE/FEMALE EMPLOYEES BY EEO CATEGORY\*  
REGULAR, SEASONAL AND TEMPORARY EMPLOYEES AS OF 03/30/2002

State Fund Pay Plan 065

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	14	85,285.20	10	85,827.25	4	83,930.08
Professionals	110	47,079.84	42	52,946.45	68	43,456.34
Technicians	66	32,367.53	15	41,923.37	51	29,556.99
Paraprofessionals	8	33,711.60	0	0.00	8	33,711.60
Office/Clerical	26	21,602.80	7	19,895.20	19	22,231.92
Service Maintenance	4	34,477.56	4	34,477.56	0	0.00
<b>TOTALS:</b>	<b>228</b>	<b>41,571.53</b>	<b>78</b>	<b>51,128.85</b>	<b>150</b>	<b>36,601.71</b>

Medical Professionals Pay Plan 067

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Professionals	17	111,899.80	11	114,682.39	6	106,798.39
<b>TOTALS:</b>	<b>17</b>	<b>111,899.80</b>	<b>11</b>	<b>114,682.39</b>	<b>6</b>	<b>106,798.39</b>

Information Technology and Engineering Pay Plan 068

EEO Category	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
Officials/Administrators	33	57,862.98	29	58,128.81	4	55,935.70
Professionals	238	38,499.83	140	38,935.78	98	37,877.05
Technicians	2	30,402.13	0	0.00	2	30,402.13
Office/Clerical	3	39,504.01	2	41,373.32	1	35,765.40
<b>TOTALS:</b>	<b>276</b>	<b>40,767.23</b>	<b>171</b>	<b>42,219.25</b>	<b>105</b>	<b>38,402.51</b>

\* Includes data from all state employees except university system employees and legislators.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY BY SEX  
REGULAR EMPLOYEES ONLY AS OF 03/30/2002

**Broadband Pay Plan 020**

	Total		Male		Female	
Pay Band	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
No Grade	2	32,402.91	0	0.00	2	32,402.91
01	2	3,531.75	0	0.00	2	3,531.75
02	80	14,887.70	34	13,980.92	46	15,557.94
03	247	20,868.10	108	20,894.11	139	20,847.89
04	357	26,619.04	229	27,015.82	128	25,909.16
05	699	34,156.61	584	34,487.90	115	32,474.24
06	743	41,574.46	551	42,349.66	192	39,349.80
07	396	51,324.85	333	51,929.59	63	48,128.38
08	62	67,081.33	49	68,431.80	13	61,991.07
09	2	61,835.20	2	61,835.20	0	0.00
<b>TOTALS:</b>	<b>2,590</b>	<b>36,792.64</b>	<b>1,890</b>	<b>38,710.85</b>	<b>700</b>	<b>31,613.48</b>

**Statewide Classified Pay Plan 060**

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
05	7	9,397.54	1	13,682.22	6	8,683.43
06	49	11,466.33	14	11,449.92	35	11,472.89
07	167	13,127.47	39	11,883.33	128	13,506.54
08	523	16,555.96	102	17,450.89	421	16,339.13
09	864	20,233.67	218	21,517.32	646	19,800.49
10	502	21,684.32	114	22,140.39	388	21,550.31
11	683	25,872.97	314	27,293.08	369	24,664.53
12	616	27,028.65	202	27,238.63	414	26,926.20
13	861	30,009.44	280	30,413.84	581	29,814.55
14	976	31,020.16	394	31,994.17	582	30,360.79
15	853	35,608.02	445	36,054.41	408	35,121.15
16	418	40,351.74	194	40,698.20	224	40,051.69
17	265	45,640.86	151	46,809.97	114	44,092.30
18	174	48,609.75	103	49,286.57	71	47,627.88
19	101	53,157.25	57	53,692.64	44	52,463.66
20	45	62,811.58	33	63,282.30	12	61,517.08
21	22	69,053.57	18	68,806.16	4	70,166.96
22	18	73,852.10	11	75,175.51	7	71,772.46
23	1	80,117.68	1	80,117.68	0	0.00
<b>TOTALS:</b>	<b>7,145</b>	<b>29,279.00</b>	<b>2,691</b>	<b>32,777.72</b>	<b>4,454</b>	<b>27,165.15</b>

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY BY SEX  
REGULAR EMPLOYEES ONLY AS OF 03/30/2002

**Exempt Salary Plan 061**

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
No Grade	509	39,005.74	261	45,765.72	248	31,891.41
<b>TOTALS:</b>	509	39,005.74	261	45,765.72	248	31,891.41

**Blue Collar Pay Plan 062**

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
05	7	28,946.25	7	28,946.25	0	0.00
06	20	27,660.83	18	27,643.70	2	27,815.06
07	157	29,677.54	146	29,629.40	11	30,316.47
08	145	31,017.10	141	31,017.25	4	31,011.57
09	147	32,510.14	144	32,518.55	3	32,106.74
10	106	33,068.37	106	33,068.37	0	0.00
11	20	33,998.91	19	34,054.81	1	32,936.80
12	110	35,445.11	108	35,451.14	2	35,119.55
13	29	36,635.09	29	36,635.09	0	0.00
<b>TOTALS:</b>	741	32,170.43	718	32,208.41	23	30,984.94

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY BY SEX  
REGULAR EMPLOYEES ONLY AS OF 03/30/2002

**Legislative Branch Pay Plan 063**

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
No Grade	113	48,022.94	48	57,247.98	65	41,210.61
<b>TOTALS:</b>	113	48,022.94	48	57,247.98	65	41,210.61

**Teachers' Pay Plan 064**

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
01	7	35,870.57	5	35,648.35	2	36,426.13
02	2	37,639.36	2	37,639.36	0	0.00
03	4	33,313.27	3	32,789.90	1	34,883.36
04	6	44,269.00	6	44,269.00	0	0.00
05	3	42,977.65	1	45,415.93	2	41,758.51
06	11	41,522.78	6	40,943.99	5	42,217.33
<b>TOTALS:</b>	33	39,724.95	23	39,503.66	10	40,233.93

**State Fund Pay Plan 065**

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
No Grade	7	103,299.93	3	137,333.39	4	77,774.84
1A	4	15,839.72	1	16,796.00	3	15,520.96
1B	20	19,985.03	7	19,709.78	13	20,133.24
1C	11	23,382.60	1	21,946.08	10	23,526.26
1D	11	29,326.49	1	31,399.68	10	29,119.17
2A	31	27,905.68	1	30,197.44	30	27,829.29
2B	7	30,630.97	0	0.00	7	30,630.97
2C	7	35,841.07	6	35,847.76	1	35,800.96
2D	52	39,005.52	17	40,619.22	35	38,221.72
3A	42	48,103.86	18	49,242.61	24	47,249.80
3B	8	53,131.26	2	56,288.96	6	52,078.69
3C	19	65,336.41	14	65,333.39	5	65,344.86
3D	7	74,468.16	5	74,583.39	2	74,180.08
<b>TOTALS:</b>	226	41,295.17	76	50,558.56	150	36,601.71

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AVERAGE ANNUAL PAY BY SEX  
REGULAR EMPLOYEES ONLY AS OF 03/30/2002

**Medical Professionals Pay Plan 067**

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
21	3	62,456.85	1	59,999.68	2	63,685.44
25	1	112,519.68	0	0.00	1	112,519.68
31	2	110,071.77	2	110,071.77	0	0.00
32	8	130,016.21	5	127,845.99	3	133,633.26
33	1	134,966.92	1	134,966.92	0	0.00
34	1	101,793.99	1	101,793.99	0	0.00
<b>TOTALS:</b>	16	112,307.77	10	115,613.40	6	106,798.39

**Information Technology and Engineering Pay Plan 068**

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
12	1	28,466.58	0	0.00	1	28,466.58
13	17	29,914.86	9	27,472.73	8	32,662.26
14	54	34,367.84	27	35,235.66	27	33,500.02
15	115	38,357.21	67	38,448.39	48	38,229.94
16	44	44,987.31	30	44,995.47	14	44,969.83
17	25	51,866.73	21	52,174.44	4	50,251.22
18	8	57,187.41	6	57,688.28	2	55,684.83
19	4	62,169.38	3	62,556.21	1	61,008.86
20	1	64,480.67	1	64,480.67	0	0.00
21	1	70,705.54	1	70,705.54	0	0.00
22	3	81,889.49	3	81,889.49	0	0.00
<b>TOTALS:</b>	273	40,905.14	168	42,469.29	105	38,402.51

STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
NEW-HIRES/REHIRES\*/TRANSFERS/TERMINATIONS\*  
BY EEO CATEGORY AND HISTORICALLY UNDERREPRESENTED GROUPS\*\*  
REGULAR EMPLOYEES ONLY AS OF 03/30/2002

EEO Category	Current Workforce			
	Total	Fem	Min	Dis
Official and Administrators	996	324	20	28
Professionals	5,178	2,593	131	122
Technicians	2,152	1,595	74	62
Protective Service	846	94	38	14
Paraprofessionals	647	444	32	6
Office/Clerical	586	511	24	14
Skilled Craft	797	61	53	14
Service Maintenance	452	141	23	8
<b>State Totals:</b>	<b>11,654</b>	<b>5,763</b>	<b>395</b>	<b>268</b>

EEO Category	New Hires				Rehires			
	Total	Fem	Min	Dis	Total	Fem	Min	Dis
Official and Administrators	43	20	1	0	23	10	1	1
Professionals	420	219	17	0	90	52	6	0
Technicians	207	153	13	1	55	36	3	2
Protective Service	69	17	2	0	11	3	1	1
Paraprofessionals	154	113	10	1	30	20	2	1
Office/Clerical	139	118	4	0	29	23	2	0
Skilled Craft	39	8	9	0	23	0	2	0
Service Maintenance	84	48	7	0	10	6	1	0
<b>State Totals:</b>	<b>1,155</b>	<b>696</b>	<b>63</b>	<b>2</b>	<b>271</b>	<b>150</b>	<b>18</b>	<b>5</b>

EEO Category	Transfers				Terminations			
	Total	Fem	Min	Dis	Total	Fem	Min	Dis
Official and Administrators	52	23	0	2	95	37	3	2
Professionals	368	196	8	11	514	270	24	5
Technicians	233	155	9	14	278	203	14	10
Protective Service	71	5	2	0	103	29	9	0
Paraprofessionals	219	127	12	1	140	96	9	3
Office/Clerical	49	45	6	3	121	103	5	5
Skilled Craft	4	0	0	0	63	8	8	2
Service Maintenance	47	24	3	1	73	34	1	0
<b>State Totals:</b>	<b>1,043</b>	<b>575</b>	<b>40</b>	<b>32</b>	<b>1,387</b>	<b>780</b>	<b>73</b>	<b>27</b>

\* Based on calendar year.

\*\* Historically underrepresented groups are females, minorities and people with disabilities.



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION – STATE PERSONNEL DIVISION  
STATE EEO PROGRAM  
AGENCY WORKFORCE ANALYSIS SUMMARY  
BY EEO CATEGORY AS OF 3/30/2002

**EEO4 Category 1      Official and Administrators**

Counts for EEO Category: 1		Percentages for EEO Category: 1
Total Employees:	1,045	
Males:	703	67.27%
Females:	342	32.73%
Minorities:	21	2.01%
Disabled:	28	2.68%
Age 40+:	947	90.62%

**EEO4 Category 2      Professionals**

Counts for EEO Category: 2		Percentages for EEO Category: 2
Total Employees:	5,431	
Males:	2,704	49.79%
Females:	2,727	50.21%
Minorities:	142	2.61%
Disabled:	125	2.30%
Age 40+:	3,969	73.08%

**EEO4 Category 3      Technicians**

Counts for EEO Category: 3		Percentages for EEO Category: 3
Total Employees:	2,259	
Males:	609	26.96%
Females:	1,650	73.04%
Minorities:	74	3.28%
Disabled:	62	2.74%
Age 40+:	1,675	74.15%

**EEO4 Category 4      Protective Service**

Counts for EEO Category: 4		Percentages for EEO Category: 4
Total Employees:	884	
Males:	784	88.69%
Females:	100	11.31%
Minorities:	39	4.41%
Disabled:	14	1.58%
Age 40+:	465	52.60%

**EEO4 Category 5      Paraprofessionals**

Counts for EEO Category: 5		Percentages for EEO Category: 5
Total Employees:	719	
Males:	233	32.41%
Females:	486	67.59%
Minorities:	34	4.73%
Disabled:	8	1.11%
Age 40+:	479	66.62%



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION - PERSONNEL DIVISION  
STATE EEO PROGRAM  
AGENCY WORKFORCE ANALYSIS SUMMARY  
BY EEO CATEGORY AS OF 3/30/2002

**EEO4 Category 6      Office/Clerical**

**Counts for EEO Category: 6**

Total Employees:	886
Males:	188
Females:	698
Minorities:	27
Disabled:	15
Age 40+:	606

**Percentages for EEO Category: 6**

21.22%
78.78%
3.05%
1.69%
68.40%

**EEO4 Category 7      Skilled Craft**

**Counts for EEO Category: 7**

Total Employees:	1,040
Males:	966
Females:	74
Minorities:	63
Disabled:	14
Age 40+:	778

**Percentages for EEO Category: 7**

92.88%
7.12%
6.06%
1.35%
74.81%

**EEO4 Category 8      Service Maintenance**

**Counts for EEO Category: 8**

Total Employees:	670
Males:	464
Females:	206
Minorities:	37
Disabled:	10
Age 40+:	454

**Percentages for EEO Category: 8**

69.25%
30.75%
5.52%
1.49%
67.76%

**TOTALS FOR STATE**

Males:	6,651	51.42%
Females:	6,283	48.58%
Minorities:	437	3.38%
Disabled:	276	2.13%
Age 40+:	9,373	72.47%

Total Employees:	12,934
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# LABOR RELATIONS STATUS REPORT

## Bargaining Units By Agency

Union	Bargaining Unit	Pay Plan*	No. Empls
<b>Administration</b>			
Laborers International Union	026-Maintenance	62	6
MEA-MFT	043-IST Division	20	21
Montana Maintenance Painters	045-General Services	62	3
MPEA	064-PERA	60	18
United Brotherhood of Carpenters	076-General Services	62	2
<b>Total</b>			<b>50</b>
<b>Agriculture</b>			
MPEA	041-Agriculture	60	58
<b>Total</b>			<b>58</b>
<b>Board of Education</b>			
MEA-MFT	072-MSDB Professionals	60, 61	21
UFCW	082-MSDB Care & Service	60	28
<b>Total</b>			<b>49</b>
<b>Corrections</b>			
International Ass'n of Machinists	047-Montana State Prison	62	2
Teamsters	028-Montana State Prison	62	3
IBEW	012-Montana State Prison	62	3
MEA-MFT	005-Montana State Prison	60	454
MEA-MFT	016-Montana Womens Prison	60	25
MEA-MFT	069-Pine Hills Teachers	64	12
MEA-MFT	015-Probation & Parole	60	157
MPEA	068-Pine Hills Custody Staff	60	75
MPEA	069-Pine Hills Professionals	60	6
United Brotherhood of Carpenters	022-Montana State Prison	62	2
United Ass'n of Plumbers	018-Montana State Prison	62	1
<b>Total</b>			<b>740</b>

\*See pay plan codes at report's end.

Union	Bargaining Unit	Pay Plan*	No. Empls
<b>Environmental Quality</b>			
MPEA	034-Environmental Quality	60	242
<b>Total</b>			<b>242</b>
<b>Fish, Wildlife &amp; Parks</b>			
MEA-MFT	073-Biologists	20	97
MPEA	040-Game Wardens	20	71
<b>Total</b>			<b>168</b>
<b>Historical Society</b>			
United Brotherhood of Carpenters	076-Admin/Historical Society	62	1
MEA-MFT	066-Historical Society	60	57
<b>Total</b>			<b>58</b>
<b>Justice</b>			
MPEA	048-Criminal Investigators	20	26
MPEA	078-Communications Center	60	31
MPEA	050-Drivers Exam	60	77
MPEA	036-Highway Patrol	20	161
MPEA	030-Title & Registration	60	48
<b>Total</b>			<b>343</b>
<b>Labor &amp; Industry</b>			
Labor Appeals Union	071-Hearings Officers	60	8
MPEA	038-Labor & Industry	60	485
<b>Total</b>			<b>493</b>
<b>Military Affairs</b>			
Great Falls Firefighters Ass'n	009-Great Falls Airport	20	21
Teamsters	080-Maintenance	60	8
<b>Total</b>			<b>29</b>

\*See pay plan codes at report's end.

Union	Bargaining Unit	Pay Plan*	No. Empls
<b>Natural Resources</b>			
International Ass'n of Machinists	046-Forestry Division	62	8
MPEA	084-Land Office Admin Support	60	20
<b>Total</b>			<b>28</b>
<b>Office of Public Instruction</b>			
MPEA	063-Office of Public Instruction	60	128
<b>Total</b>			<b>128</b>
<b>Public Health &amp; Human Services</b>			
<b>AFSCME</b>	<b>003-MDC Care &amp; Service</b>	<b>60</b>	<b>203</b>
AFSCME	004-MCDC Care & Service	60	19
MEA-MFT	061-DPHHS Central Office	60	546
MEA-MFT	065-MCDC Counselors	60	8
MEA-MFT	057-MDC Professionals	60	16
MEA-MFT	053-MMHNCC LPNs	60	6
MEA-MFT	023-MSH Care & Service	60	203
MEA-MFT	024-MSH Professionals & LPNs	60	61
MEA-MFT	070-Montana Veterans Home	60	94
Montana Nurses Association	013-Montana State Hospital RNs	60	23
Montana Nurses Association	075-Montana Veterans Home RNs	60	14
Montana Nurses Association	054-Public Health Nurses	60	4
MPEA	029-Eastmont Developmental Specs.	60	5
MPEA	056-Eastmont Direct Care	60	93
MPEA	055-Eastmont LPNs	60	8
MPEA	042-Human Service Offices	60	244
MPEA	059-MMHNCC Direct Care	60	104
MPEA	019-Quality Assurance Division	60	186
MPEA	052-Social Workers	60	211
Operating Engineers Local 400	007-MDC Boiler Operators	62	4
United Brotherhood of Carpenters	021-Montana Developmental Center	62	1
Warm Springs Craft Council	008-MSH Trades and Crafts	62	22
<b>Total</b>			<b>2075</b>

Union	Bargaining Unit	Pay Plan*	No. Empls
<b>Revenue</b>			
MPEA	031-Liquor Warehouse	62	5
MPEA/MEA-MFT Local 4993	006-Revenue Employees	60	492
<b>Total</b>			<b>497</b>
<b>State Fund</b>			
MPEA	067-Montana State Fund	65	190
<b>Total</b>			<b>190</b>
<b>Transportation</b>			
AFSCME	001-Maintenance	62	572
MPEA	035-Non-Maintenance	20	848
Public Employees Craft Council	002-Maintenance	62	317
<b>Total</b>			<b>1737</b>
<b>Grand Total</b>			<b>6933</b>

**\*Pay Plan Codes:**

20-Alternative Pay Plan

60-Statewide Pay Plan

61-Exempt from Classification

62-Blue Collar Pay Plan

64-Teachers Pay Plan

65-State Fund Pay Plan

68-Engineers and IT Pay Plan



**Labor Relations Status Report  
Bargaining Unit Changes  
From Last Report (March 2000):**

***Newly-Certified Units:***

082-United Food & Commercial Workers – Board of Education – Montana School for the Deaf and Blind

084-Montana Public Employees Association – Department of Natural Resources and Conservation

***Merged Units:***

010-MEA-MFT Correctional Treatment Specialists – Montana State Prison (merged with 005, Local 4700, MEA-MFT)

033-MEA-MFT Registered Nurses – Montana State Prison (merged with 005, Local 4700, MEA-MFT)

058-Montana Public Employees Association - Drivers Examiners – Department of Justice (merged with 050, MPEA, Department of Justice)

077-MEA-MFT Recreation Specialists – Montana State Prison (merged with 005, Local 4700, MEA-MFT)

***Discontinued Units:***

039-Montana Public Employees Association – Department of Military Affairs







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